

INTERNAL / EXTERNAL JOB POSTING



KSR has an immediate opening for a
HR Generalist
Dresden Industrial Ridgeway

Job ID #: DIR.2022.01

Reporting To
HR Manager

Qualifications

Education: Post-secondary school certificate or diploma in Human Resource Studies or equivalent experience

Experience: 2 years' experience in a human resources capacity
Knowledge of relevant legislation such as ESA, OHSA, Human Rights
Experience in a unionized, manufacturing environment is an asset
Experience with Ceridian is an asset

Skills: Organizational and time management skills
Strong oral and written communication skills
Interpersonal skills

Job Responsibilities

- Provide guidance on a full range of standards, along with relevant employment-related laws and regulations.
- Responsible to ensure all standards are administered fairly and consistently
- Administer and ensure compliance to the Collective Agreement, assist with labour relations and the grievance process.
- Ensure fair and equitable treatment of all team members while maintaining confidentiality
- Provide guidance to managers on labour relations, performance management, training and development
- Provide full cycle recruitment and onboarding activities
- Attendance management
- Investigate Workplace Violence and Harassment complaints
- Create job postings for internal positions for bargaining unit team members
- Benefit administration
- Training and development of team members
- Foster a positive team environment
- Comply with all company policies and procedures
- All other duties as assigned by management.

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How to Apply

Interested applicants can apply by emailing a cover letter and resume referencing Job ID #: DIR.2022.01 in subject line to recruiting@ksrint.com. Please apply by May 31, 2022.

KSR International Inc. is committed to providing an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

We thank everyone for applying, however only successful applicants will be contacted for an interview.